

UNITED STATES MISSION -BOGOTA

# VACANCY ANNOUNCEMENT

No. 015

**Job Vacancy**

February 26, 2004

**OPEN TO:** All Interested Candidates

**POSITION:** **INVESTIGATIVE AIDE/DRIVER**

**CLOSING DATE:** Thursday, March 11, 2004

**WORK HOURS:** Full time; 48 hours/week

**SALARY:** FSN/MOH/OR - LCP/FSN-5  
EFM/NOR - FP Scale = FP-9  
(Position Grade: Final FP grade to be determined by Washington)

**If you are an EFM (Eligible Family Member) and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.**

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Misión authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

**"Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota".**

## **TO APPLY**

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume or curriculum vitae that provides the same information as an OF-612/SF-171.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

**Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.**

**Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Vacante".**

#### **SUBMIT APPLICATION TO**

American Embassy  
Human Resources Office  
Attention: Recruitment Unit  
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

#### **PROFILE OF THE POSITION**

The U.S. Embassy in Bogota is seeking an individual for the position of Investigative Aide/Driver in the U.S. Customs Office.

#### **BASIC FUNCTIONS OF POSITION:**

Surveillance Detection Agent/Investigator/Driver, to support the Customs Attaché Office.

## **MAJOR DUTIES AND RESPONSIBILITES:**

### **• PERSONAL SECURITY**

1. Provides armed mobile and stationary security for U. S. Customs officials staff and agents prior to and during meetings with individuals or groups related to investigative activities. Conducts advance screening of various meeting sites and locations. Identifies access and egress points, monitors individuals, vehicles and activities in vicinity, maintains communication with official/agent as needed, and ensures safe extraction of U.S. Customs personnel from meeting location.
2. Provides personal protection for cooperating individuals, i.e. informants, during temporary stays in the Bogota area for the purpose of meeting with U.S. Customs officials or agents. Serves as driver/bodyguard and provides stationary security at hotels, safe houses, or other locations as required.
3. On a rotating basis, serves as assigned driver/bodyguard for Customs Attache.
4. Serves as driver/bodyguard as needed for TDY officials, agents and staff of U.S. Customs and/or other departments and agencies.

### **• INVESTIGATION/OPERATIONAL SUPPORT**

1. Performs local area records checks at Chamber of Commerce offices to obtain or verify information concerning businesses suspected of involvement in criminal and civil activities that fall within Customs investigative jurisdiction. Collects information for use by U.S. Customs agents in determining the nature or legitimacy of individual or organizational activities, which in turn may provide the basis for preparation of affidavits, request for search warrants, and/or host nation investigations.
2. Conducts surveillance of persons and facilities/locations suspected of involvement in events of investigative interest or related activities. Monitors persons entering and exiting target sites, records vehicle descriptions and license plate numbers for subsequent tracing, tracks individual movements and activities, and obtains related or supplemental information from individuals such as security guards or doormen in discreet/cover fashion. Takes photographs of persons or places for use in establishing or verify identities, locations or activities.
3. Prepares written summaries of investigative findings and observations for use by U.S. Customs agents in evaluating information, determining if additional data or facts are required, and responding to original requesting individual or office.
4. Obtains information or documentation from various Colombian law enforcement and other agencies/organizations through both formal and informal channels.

5. On an occasional/as-needed basis, travels to other cities in Colombia to perform surveillance functions, as well as to support agency operations through such activities as leasing apartments, automobiles, or telecommunications equipment for use by U.S. Customs officials and agents.

- **SUPPLEMENTAL DUTIES**

1. Transports and delivers letters, documents and other official materials and communications to and from various Colombian government offices and ministries.
2. Ensures that assigned official agency vehicles are properly maintained, to include performance of periodic/preventive servicing, required repairs, status of auxiliary equipment, maintaining fuel levels, etc.
3. Arranges for development of film used in operational activities, transporting, picking up, and as required ensuring security of photographic materials while in custody of non-agency personnel.

**MINIMUM QUALIFICATIONS:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- A. Education: Completion of secondary school.
- B. Prior Work Experience: Minimum three (3) years of Colombian law enforcement experience.
- C. Post Entry Training: In-service instruction in defensive and offensive driving techniques, firearms proficiency/periodic recertification; on-the-job training in surveillance and records research techniques.
- D. Language Proficiency: Rudimentary knowledge of English (level 1). Good working knowledge of Spanish (Level II).
- D. Knowledge: Familiarity with Colombian national police organization and operational practices, related ministries/offices (i.e. DAS, F-2) and Chamber of Commerce, knowledge of the city of Bogota and surrounding area.
- A. Skills and Ability Possession of valid driver's license and demonstrated ability to safely operate vehicles under a variety of conditions; skill in the use of firearms to include both sidearm and automatic weapons..

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFM's who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment. Employees on a Temporary appointment with an intermittent schedule are eligible to apply.

## **DEFINITIONS:**

1. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFM's and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
5. **Foreign Service National (FSN):** A citizen of the host country.

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**ABIERTO A:** Todos los candidatos interesados

**CARGO:** Investigador/Conductor

**FECHA DE VENCIMIENTO:** Jueves, Marzo 11 de 2004

**HORARIO DE TRABAJO:** Tiempo completo; 48 horas/semana

**SALARIO:** FSN/MOH/OR - LCP/FSN-5  
EFM/NOR - FP Scale = FP-9  
(Position Grade: Final FP grade to be determined by Washington)

Si usted llena los requisitos mínimos de la posición, por favor entregue la aplicación de empleo a la Oficina de Recursos Humanos a más tardar el dia de la fecha de vencimiento. **Usted puede solicitar una aplicación en la recepción de la Embajada o puede imprimirla accesando la página internet de la Embajada: <http://bogota.usembassy.gov> bajo "Vacante".**

**LAS SOLICITUDES NO SERAN DEVUELTAZ. LOS APlicantes DEBEN CONSERVAR VARIAS COPIAS EN SUS ARCHIVOS.**

**PERFIL DE LA POSICION:**

La Embajada Americana en Bogota esta buscando una persona para la posición de Investigador/Conductor en la oficina de U. S. CUSTOMS.

**FUNCIONES BASICAS DE LA POSICION:**

Apoya a la Oficina del Agregado de Customs en asuntos de vigilancia e investigación y a la vez se desempeña como conductor.

**FUNCIONES PRINCIPALES Y RESPONSABILIDADES:**

**• SEGURIDAD PERSONAL**

1. Proporciona seguridad armada móvil y estacionaria para oficiales y agentes de U.S. Customs antes y durante las reuniones con individuos o grupos relacionados con actividades de investigación. Chequea con anterioridad los sitios y recintos donde se van a efectuar las reuniones. Identifica los puntos de acceso y de salida, vigilando individuos, vehículos y actividades en la vecindad, mantiene comunicación con oficiales/agentes según la necesidad y se asegura que la salida del personal de U.S. Customs del lugar de la reunión sea muy segura.
2. Proporciona protección personal a los individuos que están colaborando, por ejemplo los informantes; durante su permanencia temporal en el área de la ciudad de Bogotá con el fin de efectuar entrevistas con oficiales o agentes de U.S. Customs. Actúa como conductor/escolta y suministra seguridad estacionaria en hoteles y otros sitios según se requiera.
3. Suministra servicio de conductor/escolta, mediante turnos establecidos, para el Agregado de Customs.

4. Presta servicio de conductor/escolta, conforme a las necesidades y requerimientos de los visitantes, los agentes y el personal de U.S. Customs y funcionarios de otros departamentos y agencias.

- **APOYO INVESTIGATIVO/OPERACIONAL**

1. Efectúa confrontaciones de los registros de la Cámara de Comercio con el fin de obtener o verificar información relacionada con negocios o empresas involucradas en actividades criminales y civiles que estén dentro de la jurisdicción de investigación de U.S. Customs. Colecta información para ser utilizada por los agentes de U.S. Customs y determina la naturaleza o legitimidad de las actividades de individuos y organizaciones, la cual a su vez puede proveer una base para la preparación de declaraciones juramentadas, solicitudes de órdenes de requisa y allanamiento y/o investigaciones del gobierno colombiano.
2. Lleva a cabo vigilancia de personas, instalaciones, sitios sospechosos de estar involucrados en asuntos de interés investigativo o actividades relacionadas. Monitoreo de personas que entran y salen de los sitios objetivo; rastreando posteriormente los movimientos y actividades de estos individuos, y obteniendo información relacionada o suplementaria de personas conocedoras como guardias de seguridad o porteros en forma discreta y disimulada. Tomar fotografías a personas o lugares para utilizarlos en el establecimiento o verificación de identidades, lugares y actividades.
3. Prepara informes resumidos acerca de los hallazgos y observaciones investigativas para la utilización por parte de los Agentes de U.S. Customs en el proceso de evaluación de información, determinación de la necesidad de procedimientos u orientación hacia eventos adicionales y para lograr conocimiento apropiado y respuestas precisas a individuos o a la oficina solicitante original.
4. Obtiene información o documentación de autoridades colombianas y de otras agencias u organizaciones a través de canales oficiales o extraoficiales.
5. Viaja ocasionalmente y según las necesidades, a otras ciudades del país con el fin de realizar funciones de vigilancia, como también, para apoyar las operaciones de la agencia a través de actividades tales como alquiler/arrendamientos de apartamentos, automóviles y/o equipos de telecomunicaciones para ser utilizados por los oficiales y agentes de U.S. Customs.

- **DEBERES SUPLEMENTARIOS**

1. Transporta y entrega cartas, documentos y otros materiales oficiales y comunicaciones a varias dependencias y ministerios del gobierno colombiano.
2. Se asegura que los vehículos oficiales asignados a la agencia tengan un mantenimiento apropiado, incluyendo la realización de revisiones periódicas/preventivas, reparaciones necesarias, estado de equipos auxiliares, conservación de los niveles de combustible, etc.
3. Hace los arreglos necesarios para desarrollar películas utilizadas dentro de actividades operacionales, recogiendo y transportando con la seguridad requerida los materiales fotográficos y vigilándolos mientras están en poder de personas ajenas a la agencia.

**REQUISITOS MINIMOS:**

**NOTA: Todos los aplicantes deben llenar los requisitos detallados a continuación y respaldarlos con información completa y específica.**

- A. Educación: Bachillerato completo.
- B. Experiencia: Mínimo tres años de experiencia en la aplicación de la ley colombiana.
- C. Entrenamiento Previo: Una vez en servicio, participa en sesiones de entrenamiento con el personal de Agentes Especiales en áreas de protección, seguridad, técnicas de conducción defensiva y ofensiva y vigilancia con armas.
- D. Idiomas: Conocimiento rudimentario de Inglés (Nivel I). Buen dominio de español (Nivel III).
- E. Conocimientos: Debe tener conocimiento de procedimientos operacionales en la Policía Nacional colombiana, Policía Judicial/Oficina del Procurador General, Ministerios, Cámara de Comercio, DAS, Y F-2 y conocimiento de la ciudad de Bogotá y sus alrededores.
- F. Capacidades y Habilidades: Poseer licencia de conducir vigente y demostrar habilidad para manejar vehículos con extrema precaución bajo una variedad de condiciones. Habilidad para manejar armas de fuego, tanto armas portátiles como automáticas.

**LAS SOLICITUDES DEBEN SER RECIBIDAS EN LA OFICINA DE RECURSOS HUMANOS ANTES DEL 11 DE MARZO DE 2004**

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